



SECRETARY GENERAL
CULTURE ACTION EUROPE
BRUSSELS, BELGIUM

ROLE PROFILE

Culture Action Europe is looking for a Secretary General. The successful candidate will have a strong commitment to Culture Action Europe values, a strategic vision of the role of arts and culture in political life and believe in the value of arts and culture for European citizens.

Culture Action Europe is the “political platform for arts and culture” in where converge cultural agencies, institutions, associations and associates across the cultural sector and throughout Europe merge to advocate for a stronger role for cultural policies in the European Union, its Member States, neighbouring countries and beyond.

The new Secretary General will coordinate the overall work of the organization, report directly to the Executive Committee in Brussels, Belgium, ensuring high quality outputs and good communication of key messages to target audiences in official institutions and within the sector.

The work involves planning, fund-raising and reporting as well as writing and editing. The Secretary General also represents the organisation at meetings with senior decision-makers, and facilitates the work among its stakeholders to agree joint positions and actions.

He/she will have demonstrated the capability to work collaboratively on research and advocacy with diverse organisations while exerting leadership to achieve political change. She/he will have excellent knowledge of the EU institutions as well as European networks operating in the field of culture. This role requires a talent for brokering relationships, understanding the needs of stakeholders and integrating the membership into the development and delivery of CAE's work.

He/she will be an excellent written and spoken communicator in English, and have a good working knowledge at least one other European language. She/he will have to travel frequently, sometimes at weekends.

He/she will have experience in organisational management including a proven capacity of financial management and fundraising in the non-profit sector.

We are looking for a confident strategic operator and orator to work within cultural, political and civil society circles to advocate for the essential role of culture in our changing world. This is a challenging position, which requires the ability to provide direction in a complex environment and to work in a cross-sector logic, seeking to achieve changes in policies that affect the arts and culture sector, across Europe.



APPLICATION INSTRUCTIONS

Please carefully read the role profile and the detailed instructions below. We will ONLY accept applications that respect these instructions and will exclude applicants who submit general cover letters.

Send your CV with a covering letter of 2 pages or less in English addressed to the Chair of the Executive Committee. This letter must give responses to the following questions:

1. What do you think are the main priorities for organisations in the arts and culture sector in Europe in the coming 5 years?
2. What has been your experience in designing and delivering a high-impact advocacy strategy, which achieved a clear result? Why did it succeed?

Send application by e-mail to:

secretarygeneral@cultureactioneurope.org marked "Job application - Secretary General – [and adding YOUR SURNAME]" in the subject line.

Application deadline: Sunday 27th November 2016.

A first round of interviews will take place in Brussels on the **7th of December (tbd)**. The final interview with the Board will take place in Budapest around **25 January 2017 (tbd)** for a starting date for the position around **1st of April 2017**. Candidates will be contacted by email or telephone.

DETAILED JOB DESCRIPTION

The Secretary General will work closely with her/his team to deliver the work of the organisation and to manage the office.

Organisational planning and project management

- Produce strategic plans and implement an annual work plan in close consultation with the Executive Committee
- Report proactively to the Executive Committee and propose changes in plans or practices.
- Inform and support the Executive Committee meetings (4 per year, in average) and support the General Assembly.
- Ensure conformity with organisational statutes and relevant laws.
- Improve or introduce new internal procedures as needed
- Work with the Director of Operations in effective management of the staff, including staff recruitment, development and regular appraisals.

Facilitating and networking

- Encourage the growth and development of the organisation.
- Facilitate meetings of relevant committees and stakeholders to evaluate recent work, determine priorities and produce common plans.
- Guide the development and implementation of strategic European partnerships.
- Provide strategic and tactical advice and leadership to the organisation.
- Obtain information and political intelligence from officials

Fund-raising and finance management

- Oversee budgeting and budget management, including decisions on events and activity budgets, on major supplier changes and all means to pursue financial efficiency.
- Undertake and coordinate fundraising activities, including developing contacts with donors and writing or editing proposals.
- Oversee production of financial and narrative reports to funders and stakeholders.

Policy

- Work with the policy development team to commission and oversee production of research reports by staff and consultants.
- Edit and improve draft articles and reports by staff.
- Write articles for Culture Action Europe publications and other outlets.
- Oversee the maintenance of a high quality website and newsletter.

Speaking and advocacy

- Attend national and international meetings where Culture Action Europe has to be represented by its Secretary General.
- Make presentations on Culture Action Europe issues to various audiences including ministers, officials, parliamentarians and other audiences.
- Brief journalists on Culture Action Europe issues.

ROLE RELATED EXPERIENCE, SKILLS AND KNOWLEDGE

1) Experience

Required:

- Capacity to work in a culturally diverse environment.
- Proven successful management background.
- Effective financial planning and management skills, with proven success in developing new approaches to business planning
- Successful fund-raising and reporting.
- Ability to coordinate, plan and evaluate research.
- Effective and persuasive high-level advocacy and leadership in advocacy planning.
- Successful networking with NGOs.
- Skills in communications.
- Public speaking expertise.

2) Aptitudes, skills and knowledge

Required:

- Strong belief in the value of the arts and culture.
- Knowledge of major debates on cultural policy issues.
- Understanding of global issues that impact on culture
- Strong sense of political strategy.
- Ability to prioritize and work under pressure.
- Excellent inter-personal skills.
- Diplomatic skills to facilitate meetings and processes to secure agreement by diverse participants.
- Strong organisational management skills and project management capacities including financial management, strategic and operational planning and management.
- Ability to edit, summarise and synthesise complex written material.
- Strong fund-raising skills.
- Excellent spoken and written English.
- Ability to understand, speak and write at least one additional European language.



Desirable:

- Understanding of the cultural sector in Europe.
- Understanding of relevant European and international policy processes.
- Relevant contacts in NGOs and with officials in Europe and other regions.
- Proven competence in internet communications strategies.

WE OFFER

We offer an inspiring working environment in an international arts and culture context and the opportunity to work creatively with a small but committed team. The place of employment is in Brussels, Belgium.

We offer a competitive salary package, depending on experience and the Executive Committee's decision to match capabilities and skills. The package includes annual holiday entitlement and 20 days annual leave, 6 grace days and the 11 Belgian public holidays.

Specific accompaniment may be provided by the Executive Committee in areas where a successful candidate needs support.